

AA/EEO Semi-Annual Compliance Report to the Saint Paul Human Rights Department

The Affirmative Action/Equal Employment Opportunity (AA/EEO) Semi-Annual Compliance Report is required to be completed by City of Saint Paul contractors who have Registered Affirmative Action Programs (AAPs) with the Human Rights Department. The Report is due twice each year, at six month intervals. All information in the Report, including the narrative responses, employee tracking forms and impact ratio analysis form, must be supplied to the Department.

Failure to report can result in disciplinary or remedial actions provided for under Section 183 of the Saint Paul Legislative Code (Human Rights Ordinance) and the Rules Governing Affirmative Requirements in Employment, including: imposition of contractual conditions to correct noncompliance, suspension or termination of a contract, and ineligibility to bid on future City contracts.

Before completing, make copies of this Report for future use. Please return the completed Report to: Saint Paul Human Rights Department, 900 City Hall, 15 West Kellogg Boulevard, Saint Paul, Minnesota, 55102-1681. Mail the form to the attention of the Human Right Specialist identified on the AAP Registration Notification Letter sent by the Department to acknowledge a contractor's submission of an AAP Registration form.

The Semi-Annual AA/EEO Report includes three parts: (1) a narrative description of the contractor's affirmative action efforts and results, (2) employee tracking forms, and (3) adverse impact ratio analyses.

- (1) On a separate sheet of paper describe all affirmative action recruitment efforts which were made during the preceding six (6) months. List by name all the employment referral resources for minorities, women and people with disabilities which were contacted and the dates of the contacts. Give a narrative explanation of the progress toward meeting each of the utilization goals for minorities, women and people with disabilities listed in the contractor's Affirmative Action Program.
- (2) Complete the Employee Tracking forms which are attached, including: Employment Data, Applicant Flow Data, Employees Hired, Employees Recalled from Layoff, Employees Promoted, Employees Transferred, Employees Demoted, Employees Laid Off, Employees Terminated, and Company Sponsored Training.
- (3) Complete the Adverse Impact Ratio Analyses form which is attached. Please follow the instructions on the form to interpret the results of the Analyses. If adverse impact is indicated in hiring, promotions or terminations, include a response to this in your narrative description in Part (1).

The Saint Paul Human Rights Department also requires all City contractors to submit their job openings whenever they are posted or advertised. A fax memorandum sheet which may be utilize for providing the Department with the job opening information has been enclosed.

Please call the Human Rights Specialist identified on the Department's AAP Registration Notification Letter with any questions regarding the completion of this report, or call (651) 266-8966 and ask to speak with a Human Rights Specialist. Thank you for your cooperation and assistance.

EMPLOYMENT DATA AS OF _____, 20_____

EMPLOYER: _____ EEO COORDINATOR : _____ SIC CODE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: (_____) _____ FAX NUMBER: (_____) _____ E-MAIL _____

ALL EMPLOYEES (FULL-TIME, PART-TIME, TEMPORARY AND SEASONAL)

JOB CODE	JOB CATEGORIES	A.H.O.* over the next two years	MALE					FEMALE					TOTAL L (A - J)
			WH (A)	BL (B)	HI (C)	AP (D)	AA (E)	WH (F)	BL (G)	HI (H)	AP (I)	AA (J)	
01	OFFICIALS & MANAGERS												
02	PROFESSIONALS												
03	TECHNICIANS												
04	SALES WORKERS												
05	OFFICE & CLERICAL												
06	CRAFT WORKERS (SKILLED)												
07	OPERATIVES (SEMI-SKILLED)												
08	LABORERS (UNSKILLED)												
09	SERVICE WORKERS												
10	CURRENT TOTAL EMPLOYMENT												
11	TOTAL EMPLOYMENT IN LAST REPORT												

WH: WHITE
BL: BLACK

HI: HISPANIC
AP: ASIAN/PACIFIC ISLANDER

AA: AMERICAN INDIAN/ALASKAN NATIVE

* A.H.O. = Anticipated Hiring Opportunities (including all attrition plus possible expansion)

I affirm that the information entered on this form and on all attachments are accurate and true to the best of my knowledge.

Signature: _____ Title: _____ Date: _____

(Date) (Signature)

(Title)

APPLICANT FLOW DATA

DATE:

JOB CATEGORIES	TOTAL	MALE	FEMALE	WH	BL	HI	AP	AA	DISABLED	WH	BL	HI	AP	AA	DISABLED
MANAGER															
PROFESSIONAL															
TECHNICAL															
SALES WORKER															
OFFICE/CLERICAL															
SKILLED CRAFT															
OPERATIVES															
LABORERS															
SERVICE WORKERS															
TOTAL															

EMPLOYEES RECALLED FROM LAYOFF				MALE						FEMALE					
JOB CATEGORIES	TOTAL	MALE	FEMALE	WH	BL	HI	AP	AA	DISABLED	WH	BL	HI	AP	AA	DISABLED
MANAGER															
PROFESSIONAL															
TECHNICAL															
SALES WORKER															
OFFICE/CLERICAL															
SKILLED CRAFT															
OPERATIVES															
LABORERS															
SERVICE WORKERS															
TOTAL															

EMPLOYEES PROMOTED				MALE						FEMALE					
JOB CATEGORIES	TOTAL	MALE	FEMALE	WH	BL	HI	AP	AA	DISABLED	WH	BL	HI	AP	AA	DISABLED
MANAGER															
PROFESSIONAL															
TECHNICAL															
SALES WORKER															
OFFICE/CLERICAL															
SKILLED CRAFT															
OPERATIVES															
LABORERS															
SERVICE WORKERS															
TOTAL															

EMPLOYEES TRANSFERRED				MALE						FEMALE					
JOB CATEGORIES	TOTAL	MALE	FEMALE	WH	BL	HI	AP	AA	DISABLED	WH	BL	HI	AP	AA	DISABLED
MANAGER															
PROFESSIONAL															
TECHNICAL															
SALES WORKER															
OFFICE/CLERICAL															
SKILLED CRAFT															
OPERATIVES															
LABORERS															
SERVICE WORKERS															
TOTAL															

EMPLOYEES DEMOTED				MALE						FEMALE					
JOB CATEGORIES	TOTAL	MALE	FEMALE	WH	BL	HI	AP	AA	DISABLED	WH	BL	HI	AP	AA	DISABLED
MANAGER															
PROFESSIONAL															
TECHNICAL															
SALES WORKER															
OFFICE/CLERICAL															
SKILLED CRAFT															
OPERATIVES															
LABORERS															
SERVICE WORKERS															
TOTAL															

EMPLOYEES LAID OFF				MALE						FEMALE					
JOB CATEGORIES	TOTAL	MALE	FEMALE	WH	BL	HI	AP	AA	DISABLED	WH	BL	HI	AP	AA	DISABLED
MANAGER															
PROFESSIONAL															
TECHNICAL															
SALES WORKER															
OFFICE/CLERICAL															
SKILLED CRAFT															
OPERATIVES															
LABORERS															
SERVICE WORKERS															
TOTAL															

[illegible][illegible]

ADVERSE IMPACT RATIO ANALYSES:

While policies governing personnel transactions may be neutral on their face, they may have a discriminatory effect (adverse impact) upon the employment opportunities of minorities and women. Adverse impact is defined in 41 CFR 60-3 as “a substantially different rate of selection in hiring, promotion, or other employment decision which works to the disadvantage of members of a race, sex or ethnic group.”

An Adverse Impact Ratio Analysis can be used to determine if there is a “substantially different rate” between minority and nonminority representation and female and male representation in hiring, promotions and terminations. The “80% Rule” indicates that if a group's rate of selection is less than 80% of the most favored group, the group suffering the lower rate is experiencing adverse impact.

Note: The following calculations are expressed in the decimal version of percentages.

ANALYSIS OF EMPLOYEE HIRING RATES:

FEMALE HIRES:

(a) Females hired: _____
(b) Total female applicants: _____
(c) Female selection rate (divide a/b) = _____
(d) Males hired: _____
(e) Total male applicants: _____
(f) Male selection rate (divide d/e) = _____
(g) Selection Ratio (divide c/f) = _____

MINORITY HIRES:

(a) Minorities hired: _____
(b) Total minority applicants: _____
(c) Minority selection rate (divide a/b) = _____
(d) Nonminorities hired: _____
(e) Total nonminority applicants: _____
(f) Nonminority selection rate (divide d/e) = _____
(g) Selection Ratio (divide c/f) = _____

If the Selection Ratio is less than 0.80, adverse impact may be indicated in the selection rates of women compared to men, and of minority applicants compared to nonminority applicants. If the Selection Ratio is greater than 0.80, no adverse impact is indicated.

ANALYSIS OF EMPLOYEE PROMOTION RATES:

FEMALE PROMOTIONS:

- (a) Female promoted: _____
(b) Total female employees: _____
(c) Female promotion rate (divide a/b) = _____
(d) Males promoted: _____
(e) Total male employees: _____
(f) Male promotion rate (divide d/e) = _____
(g) Promotion Ratio (divide c/f) = _____

MINORITY PROMOTIONS:

- (a) Minority promoted: _____
(b) Total minority employees: _____
(c) Minority promotion rate (divide a/b) = _____
(d) Nonminorities promoted: _____
(e) Total nonminority employees: _____
(f) Nonminority promo. rate (divide d/e) = _____
(g) Promotion Ratio (divide c/f) = _____

If the Promotion Ratio is less than 0.80, adverse impact may be indicated in the promotion rates of women compared to men, and of minorities compared to nonminority employees. If the Promotion Ratio is greater than 0.80, no adverse impact is indicated.

ANALYSIS OF EMPLOYEE TERMINATION RATES:

FEMALE TERMINATIONS:

- (a) Females terminated: _____
(b) Total female employees: _____
(c) Female termination rate (divide a/b) = _____
(d) Male terminated : _____
(e) Total male employees: _____
(f) Male termination rate (divide d/e) = _____
(g) Termination Ratio (divide f/c) = _____

MINORITY TERMINATIONS:

- (a) Minorities terminated: _____
(b) Total minority employees: _____
(c) Minority termination rate (divide a/b) = _____
(d) Nonminorities terminated: _____
(e) Total nonminority employees: _____
(f) Nonminority term. rate (divide d/e) = _____
(g) Termination Ratio (divide f/c) = _____

(Note: Because terminations are negative employment actions, termination ratios are obtained by dividing f/c, not c/f as used in the selection and promotion ratios.)

If the Termination Ratio is less than 0.80, adverse impact may be indicated in the termination rates of women compared to men, and of minority employees compared to nonminority employees. If the Termination Ratio is greater than 0.80, no adverse impact is indicated.